

**Regular Meeting of the Township Board  
Tuesday, July 13, 2021  
Cleveland Township**

Supervisor, Tim Stein, called the meeting to order at 7:00pm. Present on roll call were, Tim Stein, Todd Nowak, Jan Nowak, Angie Diotte, & Tanelle Budd. Present from the public were Nello Valentine, Eric Carlson, & Dean Manikas,

**Motion by Angie Diotte and seconded Todd Nowak to approve June 8, 2021 Minutes. Ayes: 5, Nays: 0. Motion carried.**

**Public Comment on Agenda- None**

**Supervisor's Report** – Did attend July 4<sup>th</sup> Coffee Clatch, introduced Boat washing station, a lot of people that were not lake people where there. It is positioned there now, we need to get a sign made for directions/instructions. Need some trees trimmed to allow the solar panels to get light.

**Clerk Report** –There is the annual Ed & Irene Fleis Education Fund, if anyone is interested. There is a "Save the date" for Michigan Right to Farm Act on September 29, 2021 from 6pm-8pm.

Clerk would like to reach out to Centurylink to see if there is a way to reduce the monthly bill that keeps going up. We currently do not utilize the fax or landline, internet is the only real utility we need.

Received two quotes, one from Traverse City Payroll and the other from Integrative Payroll. Traverse City Payroll is more competitively priced and when running the numbers should save the township about \$200 dollars a year compared to our current Quickbooks Payroll, which requires hard checks, printing, envelopes, stamps, ink and monthly subscription along with an annual one. Year-end filing fee is less expensive then ordering Quickbooks W2 forms. The payroll company pays/files all taxes and they are held responsible for any discrepancies. They are also our compliance for payroll and HR, which gives us advice and keeps all records.

**Motion: To approve Traverse Payroll as our new payroll company and start the process of giving them our business. Motion introduced by Tanelle Budd. Motion seconded by Angie Diotte; Ayes: 5, Nays: 0. Motion carried.**

**Treasurer's Report – June 30, 2021**

Revenue	\$ 3,836.92
Disbursements	\$ 11,626.04
Bank Balance	\$ 400,082.28

**Motion by Todd Nowak and seconded Jan Nowak to approve June 30, 2021 Treasurers Report. Ayes: 5, Nays: 0. Motion carried.**

**Jan-** Would like to ask about how the scanner is going and what is the charge?

**Angie-** The charge is \$25 and the scanner is working really well and makes the process more efficient and easier to keep track of.

**Planning Commission Report –Dean Manikas:** Zoning ordinances must have a Master Plan; last one was done in 2017, and needs to be addressed every 5 years. Currently have, three new members and two older. PC is currently asking themselves “What conditions have changed?” from the last Master Plan. Things like housing market, agriculture land use, and new owners of sugar loaf. Planning commission would like to survey our community again, to see what new changes or issues have come up. 32% of of people responded to the last survey. LIAA contacted them to get a survey done, but the pricing is very high. The PC would like to propose that two of the members, Paul Stowe and Andy Stevenson, to take on the task. They have all the skills to handle it, and the planning commission can analyze the data. The PC will help create questions for the survey that pertain to our township. Dean is asking the board if they can do an in house survey.

Tim will meet with Andrea and Paul to come up with a game plan to present to the board.

Dean- Both parties seem to be very familiar with Survey Monkey. We can tailor the questions to put together the survey. We need to get more information and ask some more detailed questions. Going to tell LIAA we are going in another direction, their bid was \$15,000 for the whole process.

**Zoning Administrator's Report – Nello Valentine-** Ross Satterwhite is wondering about grandfathering the footprint of some of the buildings and wanting to get a fence around the property. He wanted to know if they need a permit and the answer was no. Received a few complaints of camping and noise at the property located on Maple Wing Dr. Aside from those items, permit issuing seems to be in line from last year.

**Zoning Board of Appeals Report – None**

**Maintenance Report –**

**Assessor Report –** Date of BOR July meeting, July 20 at 11:00am for qualified errors and corrections & PRE' approvals.

**Other members – None**

**Old Business –**

**Review/Update Cedar Area Fire and Rescue – Rick Royston:** They did find a new hire to replace the one that just quite. Offering a \$1,000 signing bonus for new hires after 12 months. They are having a budget meeting on August 24, 2021.

**Review and Discuss Bid to Improve Township Park Pavilion-** Found a contractor, Dale Chamberlain, who would scrape and paint, and repairs crack on concrete floor. Would remove the inside benches. Bid is \$3,625 for labor and materials, and removal of demo materials.

**Motion: To approve the remodel bid for the Township Park Pavilion. Motion introduced by Tim Stein. Motion seconded by Angie Diotte; Ayes: 5, Nays: 0. Motion carried.**

**New Business –**

- a.) **Review 2021 PILT Agreement w/Leelanau County-** Tim did sign to get the form submitted. We'll be receiving \$9,690.52 shortly, Leelanau confirmed receipt of forms.

**b.) Review Plans for American Relief Plan Fund- Applications, projects-** Tim is working on taxpayer ID & budget certification to get the relief plan in motion. We have until Dec 21<sup>st</sup>, 2024. We do have to get the pre-requisite done by the end of the month to move forward. Need to get a DUNS number and government account.

**c.) Payment of Bills-**

**Motion by Jan Nowak and seconded Angie Diotte to approve payment of bills for July 13, 2021, with the addition of the check scanner fee schedule to the to bills request. Ayes: 5, Nays: 0. Motion Carried.**

**Correspondence – Todd Nowak adding August 4, 2021 Public Hearing at 6:45pm**

**Public forum – Nello Valentine- Thank you for watching our pennies.**

**Motion by Todd Nowak and seconded by Angie Diotte to adjourn meeting at 7:45 Ayes: 5, Nays: 0. Motion carried.**

Tanelle Budd, Clerk

Approved by Tim Stein, Supervisor